

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:110 3-JTS-5I-03 3-JCRF-5H-03 1-JBC-5C-16; 5I-03, 13
CHAPTER: Program Services		AUTHORITY: KRS 15A.0652
SUBJECT: Treatment Track and Level System		
POLICY NUMBER: DJJ 306		
TOTAL PAGES: 5		
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APPROVAL: Bob D. Hayter		, COMMISSIONER

I. POLICY

Department of Juvenile Justice (DJJ) programs shall use a multi-level Treatment Track system. Levels within the Treatment Tracks shall be designed to provide a structured system for facility privileges and incentives to measure progression toward treatment goals and shall be documented in the youth's Individual Client Record (ICR).

II. APPLICABILITY

This policy shall apply to each DJJ operated day treatment program, group home, and youth development center (YDC).

LIMITED APPLICABILITY

Declared juvenile sexual offenders (JSOs) shall receive treatment as outlined in DJJPP Chapter 8 "Treatment Program for Juvenile Sex Offenders".

DJJ operated day treatment programs shall utilize only the Level System.

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

- A. The treatment track establishes a targeted timeframe for completion of treatment tasks identified on the individual treatment plan (ITP).
- B. Upon admission to the facility, youth shall be placed on one of the following Treatment Tracks:
 1. Misdemeanor Treatment Track;
 2. Felony Treatment Track;
 3. Declared JSO Treatment Track; or

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4. C.L.E.P. Treatment Track.

- C. Each Treatment Track shall contain three levels; Awareness Level, Development Level, and Demonstration Level.
- D. Timeframes for the completion of each level within the different Treatment Tracks shall be based on the severity of the committing offense, identified treatment needs, and behavioral requirements addressed in the youth's ITP. The maximum out-of-home timeframes for misdemeanor and Class D felony adjudications shall be in accordance with KRS 15A.0652 as outlined in DJJPP Chapter 2 Classification. Any time spent in an out-of-home placement arranged by DJJ shall count toward the maximum out-of-home time allowed by statute.

E. Treatment Tracks

- 1. Each Treatment Track shall include a targeted number of days in which the requirements of each level can be met. Youth's behavioral compliance and motivation for completion of treatment tasks, or lack thereof, may impact the targeted completion date.
- 2. Service delivery may be altered for youth who have cognitive, developmental, or physical disabilities in order to assist with successful progression through their treatment track. A youth's progression through the level system shall not be extended due to a disability.
- 3. The Misdemeanor Treatment Track is designed to be accomplished in 84 days.
 - a. Awareness Level- 21 days;
 - c. Development Level- 42 days with minimum requirement of 35 days; and
 - d. Demonstration Level- 21 days with a minimum requirement of 14 days.
- 4. The Felony Treatment Track is designed to be accomplished in 161days.
 - a. Awareness Level-21 days;
 - b. Development Level 42 days with minimum requirement of 35 days; and
 - c. Demonstration Level- 98 days with a minimum requirement of 63 days.
 - d. For Youthful Offenders (YOs) length of Demonstration level is dependent on individual treatment needs, offense severity, and length of sentence.
- 5. Declared JSO Treatment Track is designed to work in accordance with the declared JSO treatment as outlined in DJJPP Chapter 8 Juvenile Sexual Offender Treatment Program and SOP Manual.

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Declared Juvenile Sexual Offenders shall advance through the level system as follows:

- a. Awareness Level-21 days;
- b. Development Level 42 days with minimum requirement of 35 days; and
- c. For declared Juvenile Sexual Offenders (JSOs) length of Demonstration level is dependent on individual treatment needs, offense severity, and completion of assigned sex offender treatment.

6. The C.L.E.P Treatment Track is designed to be accomplished in 140 days.

- a. Awareness Level (Private)-21 days;
- b. Development Level (Private First Class)-42 days; and
- c. Demonstration Level (Corporal and Sergeant as earned)-77 days.

F. Level System

1. Awareness Level

- a. Youth shall be assigned to the awareness level upon admission.
- b. This Level shall emphasize the youth's awareness of the program's expectations, services offered, the youth's rights, and the facility level system.
- c. The youth shall increase awareness of their identified need areas and how those will guide their ITP.
- d. The aftercare plan shall be discussed and developed.
- e. To advance to Development Level the youth shall successfully accomplish the following:
 - i. Facility Orientation Treatment Plan;
 - ii. Development of their ITP;
 - iii. Familiarity with their ITP goals and tasks; and
 - iv. Required counseling services.

2. Development Level

- a. This level of treatment shall emphasize the development of skills necessary to address the youth's identified treatment needs and successful return to the community.
- b. On this level youth may be eligible for day passes and furloughs. Youth shall only be eligible for furloughs during the last week of this level.
- c. To advance to the Demonstration Level the youth shall:
 - i. Begin work on the goals identified on the ITP;

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- ii. Focus on learning social skills, coping skills, and problem solving skills;
- iii. Begin to identify high-risk thoughts and begin demonstrating new pro-social behaviors;
- iv. Complete the assigned level treatment tasks identified on their ITP;
- v. Successfully complete required counseling services; and
- vi. Begin developing their Relapse Prevention Plan.

3. Demonstration Level

- a. This level of treatment shall emphasize the youth's demonstration of skills necessary for release to the community or a lower level of out of home care.
- b. The Discharge Planning conference shall be conducted and the Aftercare Plan shall be completed.
- c. Youth may be considered for movement to a lower level of care in the placement continuum.
- d. Youth may be considered furlough eligible.
- e. To successfully accomplish this level the youth shall:
 - i. Demonstrate observable improvement in thinking by applying skills and behaviors learned during treatment;
 - ii. Complete the assigned level treatment tasks identified on their ITP;
 - iii. Successfully complete required counseling services; and
 - iv. Finalize their Relapse Prevention Plan and present to their family.

G. Administrative Transfers

- 1. Youth being stepped up within the level of placement continuum due to a major rule violation shall be placed at the beginning of the Awareness Level at the receiving facility for stabilization and assessment. The youth's ITP shall be reviewed and updated, if necessary, to reflect the administrative transfer request (ATR).
- 2. Except as otherwise provided, youth being moved within the level of placement continuum shall be observed for evaluation and orientation to the facility. Within fourteen (14) days the youth shall be returned to their previous facility level, unless otherwise determined by the treatment team. If a change in level occurs, the justification shall be documented in the youth's ICR.
- 3. Youth being transferred to ACU for stabilization or assessment shall be taken off Treatment Track, except in cases where medical necessity requires this placement. In the event placement exceeds

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thirty (30) days youth shall be placed back on Treatment Track and returned to the level of treatment achieved at the sending facility.

4. Youth being returned to a YDC or group home from ACU shall return to the level of treatment that had been previously attained.
5. If the Treatment Team anticipates an extension of the out-of-home timeframes will be needed an ATR shall be requested twenty-one (21) days prior to the projected release date.

V. MONITORING MECHANISM

- A. The Regional Division Director or designee, in conjunction with the Division of Program Services, shall develop monitoring protocols to be used by the Superintendent that review the expectations set forth in this policy.
- B. The Quality Assurance (QA) Branch shall perform annual facility monitoring visits to ensure compliance with this policy.